

PUBLICATION 1603
REVISED 1978



EDITORIAL GUIDE



Agriculture
Canada

80.4
212
1603
978
(1979 print)
2

Copies of this publication may be obtained from
INFORMATION SERVICES
AGRICULTURE CANADA
OTTAWA
K1A 0C7

© MINISTER OF SUPPLY AND SERVICES CANADA 1979

Printed 1977
Revised 1978
Reprinted 1979

1M-2:79

Cat. No. A15-1603/1978
ISBN 0-662-10314-9

This publication has been prepared by the Information Services as a
guide to publishing.

EDITORIAL GUIDE

Information Services are responsible for all publishing done by Agriculture Canada. If you need to have something published, and are not sure how to go about it, contact the Chief of Publications (or anyone in the Publications Section) and you will be guided to the person best able to help you.

Our specialists will help you plan your publishing to achieve your goals. We can advise you on editorial standards, get estimates, propose formats, advise you on illustrations and take care of distribution. We may even come up with alternatives to save you money while maintaining (or even enhancing) the effectiveness of your final result.

Research Branch staff and economists within the department are served by specialized editorial groups. If you are with Research Branch, contact Research Program Service before you write the text. If the material you wish to publish is of an economics nature, consult with the Special Services Unit of the Information Services. Both groups maintain close working relationships with the Publications Section.

If you wish to submit an article to Canadex or to departmental periodicals (Canada Agriculture or The Lighter), contact the Head, Periodicals Unit, Information Services.

HOW TO SUBMIT WORK

Submit all publishing to the Chief of Publications, Information Services (with the exception of research and economics material, which you send to the specialized groups mentioned above). With your submission, you must include a form A4, containing proper charge and consignee codes and authorizing signatures, and a covering memo. The memo is important; make certain it contains all details we need to print your job: quantities, delivery, deadlines, special requirements.

If your job is to be typeset, give us a neatly typed manuscript, *double-spaced* on 8¹/₂ x 11 manuscript paper. Have tabular material typed on separate sheets at the end of the manuscript, and put captions for illustrations on a separate sheet as well. But be sure to indicate in the margins of the manuscript where the tables and illustrations are to go. Finally, include the illustrations and photographs, properly keyed so we'll know which go where in the text.

EDITORIAL STYLE

Writing Style

If you are writing for the general public, be conversational and use the active voice. For instance, don't say, "It would be advisable to disseminate the information among acquaintances"; say instead, "Tell

your friends''. Simple, direct language, using simple, direct words. Your text will read like a professional's, and it won't sound pompous or condescending. Also, don't try to get too many ideas strung together in one sentence. A few short sentences are easier to follow, with less chance of misinterpretation.

If you think about it, you'll realize that text written for technical or semi-technical audiences can benefit from this approach too. The active voice gives you a chance to say *exactly* what you mean.

If you need advice, contact the Head, Editorial Services (or the other two editorial groups previously mentioned) *before* you get too far into the writing. A little planning can save you a lot of work (and us a lot of editing).

Spelling

For its publications, the department standardizes on North American spellings. Follow those given in *Webster's Third New International Dictionary* or *Webster's New Collegiate Dictionary*. If the dictionary gives two spellings, use the first. Be aware that there are many Webster's dictionaries on the market (anyone can use the name Webster's). The two mentioned are *Merriam-Webster*, published by Thomas Allen & Son Ltd. We do not accept British spellings as found in Oxford dictionaries.

Numerical Expressions

In general, we spell out all numbers under 10, and use numerals for 10 and over. Exceptions are:

- At the beginning of a sentence. Always write out the number.
- When using units of measure, rather than items. For instance, say 2 weeks, 5 mL, 6 m, 14 hours.
- In tabular matter. Always use numerals.
- In comparisons. For example, 21 sheep, 16 cows and 2 ducks.

When writing decimal quantities less than one, use a zero before the decimal marker: write 0.45 rather than .45.

We use a period for a decimal marker in English text, and a comma in French text (0.45 in English and 0,45 in French). But we use the period in both languages when talking about dollars and cents (\$42.60).

Use spaces instead of commas to separate long lines of digits into easily readable blocks of three digits (e.g. 1 000 000). You don't have to do this with a four-digit number (1200) if you don't want to, but be sure you *do* add the space if the four-digit figure is in a tabular column with figures of five or more digits.

Combine numerals and words when you round off large numbers; write 250 thousand, 9 million, 100 billion.

Abbreviations

Abbreviations are used in many publications, particularly those dealing with technical subjects, and uniformity in their use is important for style. The following list of abbreviations is approved for use in Agriculture Canada publications.

acre (s)	ac
against, versus	vs
agriculture	agr
and others	et al.
and so forth, et cetera	etc.
Anno Domini	A.D.
ante meridiem	a.m.
approximately	approx
at	@
average	av
barrel (s)	bbl
before Christ	B.C.
bushel (s)	bu
catalog	cat.
cent (s)	¢
cubic (in., ft, yd)	cu (cu in., cu ft, cu yd)
cultivar (s)	cv.
degrees Celsius	°C (e.g., 37°C)
diameter	diam
dollar (s)	\$
dozen	doz
figure (s)	fig.
fluid ounce (s)	fl oz
free on board (should be written in full on first mention)	f.o.b.
foot, feet	ft (2' x 2' board)
foot-candle (s)	ft-c
for example	e.g.
gallon (s)	gal
gallon (s) per acre	gal/ac
gallon (s) per minute	gpm
grades of grain (should be written in full on first mention)	No. 1 Canada Western Red Spring (No. 1 CWRS)
gross national product	GNP
horsepower	hp
hour (s)	h

hundredweight	cwt
in the same place	ibid.
inch, inches	in. (6" x 9" book)
manuscript (s)	MS, MSS
mile (s)	mi, m (when combined with another abbreviation e.g., mph)
million (s)	mil., '000,000
minute (s)	min
month (s)	mo
net weight	net wt
number (s)	no. (nos.)
ounce (s)	oz
page (s)	p. (pp.)
parts per billion	ppb
parts per million	ppm
per	/
percent	%
pint (s)	pt
post meridiem	p.m.
pound (s)	lb
pounds per square inch	psi
quart (s)	qt
revolutions per minute	rpm
second (s)	s
square (in., ft, yd)	sq (sq in., sq ft, sq yd)
that is	i.e.
thousand (s)	thous., '000
ton (s) (imperial)	ton (s)
variety (ies)	var.
watt (s)	W
yard (s)	yd
year (s)	a (SI)

Metrics

Each unit of metric measurement has a unique symbol that is the same in all languages.

Common units used in farming:

	Unit	Symbol	
Mass	milligram(s)	mg	0.001g
	gram(s)	g	0.001 kg
	kilogram(s)	kg	1000 g
	tonne(s)	t	1000 kg
Capacity	millilitre(s)	mL	0.001 L
	litre(s)	L	1000 mL
Length	millimetre(s)	mm	0.1 cm
	centimetre(s)	cm	10 mm
	metre(s)	m	100 cm
	kilometre(s)	km	1000 m
Area	square centimetre(s)	cm ²	1 x 1 cm
	square metre(s)	m ²	1 x 1 m
	square kilometre(s)	km ²	1 000 000 m ²
	hectare(s)	ha	10 000 m ²
Volume	cubic centimetre(s)	cm ³	1 x 1 x 1 cm
	cubic metre(s)	m ³	1 x 1 x 1 m
Temperature	degree(s) Celsius	°C	
Pressure	pascal(s)	Pa	0.001 kPa
	kilopascal(s)	kPa	1000 Pa
Power	watt(s)	W	0.001 kW
	kilowatt(s)	kW	1000 W
Velocity	kilometres per hour	km/h	
Illumination	lux	lx	

Points to remember when writing metric symbols:

- Write symbols in lower case, except when the unit is derived from a proper name, e.g., W – watt. To avoid confusion with the number 1, use a capital L as the symbol for litre, alone or in combination (e.g., mL) or write out “litre” in full.
- Always use upright letters for symbols. Do not use italics.
- Do not pluralize symbols, e.g., 45 g (not 45 gs).
- Omit periods after symbols, except when they occur at the end of sentences.

- Use symbols rather than write out unit names, e.g., 16 m² (not 16 square metres). Do *not* use symbols if not preceded by numbers.
- Leave a full space between the quantity and the symbol, e.g., 45 g (not 45g), except when the first character of a symbol is not a letter, e.g., 32°C.
- Use decimals, not fractions, e.g., 0.25 g (not 1/4 g).
- Write prefixes such as kilo, hecto, milli in symbol form without spacing between the prefix and the unit symbol, e.g., kg – kilogram, km – kilometre.

PROOFREADING

The major difference between marking of printers' proofs and of a manuscript is this: corrections to a manuscript are marked within the text, while corrections to proofs are *indicated* within the text and *marked* in the *margins*. This is important because the man correcting the proof at the printer's shop scans the margins and he will miss any corrections not shown there.

To help audit costs, corrections are color-coded (we pay for our mistakes; the printer pays for his). Mark the printer's mistakes in *red* and the CDA's in *green*. An alteration made after the type has been set (such as the author changing his mind) is charged to the department – mark it in *green*. Mark directions to the printer that are not part of an alteration in *blue* or *black*.


























If, for any reason, you must mark typed or typeset copy which is to be photographed as an original for platemaking, use an *azure blue* pencil. Azure blue does not itself photograph. A much better plan is to obtain a xerox copy of the original and mark it in the colors noted above.











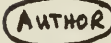

All corrections must be neat and legible. Show the point of correction within the text clearly; then *print* your correction in the margin. Remember that all insertions must be grammatically correct, and properly punctuated. For example, if you want a word inserted in lower case letters, print it in lower case – **not caps** – in the margin.

Circle anything you don't want set into type (such as directions and clarifications) except the standard markings shown in the following list of proofreading symbols. To a printer a circle means 'do not set'.

If in doubt that the printer will understand your correction, clarify it. Write the correction out in full, and circle it, *in addition to* the normal proofreading marking.

Proofreading Symbols

-  Caret — Used to indicate, within text, where to insert or substitute. Always used with a marginal symbol.
-  Space — see example 2.
-  Delete — see examples 1 and 3. Deletions are indicated within text by a diagonal stroke through letter, numeral or symbol to be removed, or by crossing out words to be deleted.
-  Insert — used in margin to insert punctuation (./), letter (a/) or word (and/), etc. See examples 4, 8, 10, 11, 14, 15, 16, 17, 18, and 19.
-  Transpose — see examples 5 and 6.
-  Less space — see example 7.
-  Leave as it is — see example 9.
-  Comma — see example 10.
-  Period — see example 11.
-  Capital letters — see examples 12 and 13.
-  Apostrophe — see example 14.
-  Colon — see example 15.
-  Semicolon — see examples 16 and 17.
-  Hyphen — see example 18.
-  Dash — see example 19.
-  Parentheses — see example 20.
-  Brackets — inserted like parentheses, example 20.
-  Turn letter — see example 22.
-  Wrong font — see example 23.
-  Broken letter — see example 24.
-  Quotation marks — inserted like apostrophes, example 14.
-  Superscript letters and numerals — inserted like apostrophes, example 14. Used in footnotes (²The author is . . .).
-  Subscript letters and numerals — inserted like commas, example 10. Used in formulae (H₂O).
-  Paragraph — see example 25.
-  Run on — see example 26.

-  Italics — see example 27.
-  Roman type — see example 28.
-  Bold face — see example 29.
-  Small capitals — see example 30.
-  Move to left — see example 31.
-  Move to right — see example 32.
-  Lower case — see example 33.
-  Align letters — see example 34.
-  Equal space — see example 35.
-  Close up — see example 3. May be used without deletion to close open space.
-  Question to author — see example 36.
-  Align column — see example 37.

To have an abbreviated word written out in full, circle it in text and write in margin “sp”. See example 21.

Mathematical signs are noted by circling within the text, and clarifying in the margin. See example 38.

If several (or more) words have been skipped by the typesetter, show point of insertion within text with a caret, and write in margin “Out — see copy” and circle it.

NOTE: Corrections illustrated in the following examples are shown in red for clarity. When marking proofs, color code your corrections as described earlier.

Examples of the use of proofreading symbols

Example	Mark in text	Mark in margin	Meaning of correction	Corrected
1	The planting/ and care	g /	delete comma	The planting and care
2	The planting and care	* /	insert space	The planting and care
3	The planting and care	o /	delete and close up	The planting and care
4	The planting and care	o /	substitute correct letter	The planting and care
5	The planting and care	tr /	transpose letters	The planting and care
6	The planting care and	tr /	transpose words	The planting and care
7	The planting and care	-	less space	The planting and care
8	The planting care	and /	insert missing word	The planting and care
9	The planting and care.	STRT	correction marked by mistake; OK as it is	The planting and care
10	and then to my surprise	g /	insert comma	and then, to my surprise
11	he fell Picking himself up	o /	insert period	he fell. Picking himself up
12	he fell. picking himself up	CAP	capital letter	he fell. Picking himself up
13	<u>beware of imitations</u>	CAPS	capital letters	BEWARE OF IMITATIONS
14	over at John's place	o /	insert apostrophe	over at John's place
15	as follows three trees	: /	insert colon	as follows: three trees
16	cannot go I may just	: /	insert semicolon	cannot go; I may just

Example	Mark in text	Mark-in margin	Meaning of correction	Corrected
17	cannot go <u>k</u> I may just	i/	substitute semicolon	cannot go; I may just
18	full <u>k</u> bodied men	/=/	insert hyphen	full-bodied men
19	most <u>k</u> but not all	l em /	insert em-dash	most — but not all
20	best <u>k</u> as we will later see <u>k</u>	(/)	insert parentheses	best (as we will later see)
21	<u>(Dept.)</u> of Agriculture	(sp.)	write out in full	Department of Agriculture
22	The planting <u>and</u> care	9	turn inverted letter	The planting and care
23	<u>The</u> planting and care	(w.f.)	wrong font	The planting and care
24	The planting <u>and</u> care	x	broken letter	The planting and care
25	today <u>k</u> We shall then go	¶	new paragraph	today. We shall then go
26	today. <u>.)</u> We shall then go	(run on)	run on without break	today. We shall then go
27	If you want <u>anything</u>	(ital.)	set in italics	If you want <i>anything</i>
28	If you want <u>anything</u>	(Rom.)	set in roman	If you want anything
29	<u>Department of Agriculture</u>	(b.f.)	set in bold face	Department of Agriculture
30	<u>Department of Agriculture</u>	(S.C.)	set in small capitals	DEPARTMENT OF AGRICULTURE
31	<u>Department of Agriculture</u>	⌊	move to left	Department of Agriculture
32	<u>Department of Agriculture</u>	⌋	move to right	Department of Agriculture

Example	Mark in text	Mark in margin	Meaning of correction	Corrected
33	under department <u>Policy</u>	<u>l.c.</u>	set in lower case	under department policy
34	The planting <u>and</u> care	=	align line of type	The planting and care
35	The <u>l</u> planting <u>l</u> and <u>l</u> care	<u>eg. #</u>	equal spacing	The planting and care
36	John weighs <u>1000</u> pounds	<u>AUTHOR ?</u>	question to the author re content	
37	Three pounds seed Two pounds fertilizer Four pounds herbicide		align column (used also in tables to align columns of figures)	Three pounds seed Two pounds fertilizer Four pounds herbicide
38	<u>2x</u> 4 foot board	<u>mult. sign</u>	set multiplication sign	2 X 4 foot board

CAL/BCA OTTAWA K1A 0C5



3 9073 00186624 5

